♣ Business Grammar & Usage for Professionals - 6 Digital Audio CDs and guide book

Never doubt your communication skills again...Guaranteed!

If you freeze at the thought of writing a letter or panic before making a presentation, you're not alone. Now you can put an end to incorrect grammar and vocabulary. Through the privacy and convenience of this program, you can become a more effective communicator virtually overnight. Few things reflect on you and your organization as much as powerful writing and speaking skills. Thousands of professional men and women across the United States have seen their self-esteem, their communication skills, and their careers skyrocket with this easy-to-learn series.

You'll discover:

- The 25 words that rob your speech of forcefulness
- How to use names and titles correctly
- How to build your word power
- Visual tricks that help catch hard-to-find errors
- The 5 business communication "red flags"
- 3 critical steps to foolproof spelling